



TRAINING OPPORTUNITY  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Giving Professional Presentations

Dates/Hour/Location: 27 Jan 05/0830-1600/Bldg 1520, CR#2

Course length: 1 day seminar

Registration Deadline: 14 Jan 05

Cost: \$125.00 per student

Vendor/Address: Productivity Advisory Services, Inc., PO  
Box 763, Middletown, Md 21769

Course Overview: Clear oral communication is vital to the success of any organization. High quality presentations skills can help ensure success for you and your organization. In this one-day program, you will learn how to present your ideas with conviction, control and poise-without fear. You will gain the specific skills and direction you need to become comfortable with your presentation style and how to prepare and confidently deliver a quality presentation that gets results.

Target Audience: This seminar is designed for all employees who currently deliver presentations and wish to improve their presentation skills, and for employees who will be delivering presentations in the future and have limited experience.

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or  
E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space

allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).